



FORUM FOR AFRICAN WOMEN EDUCATIONALISTS (FAWE) UGANDA CHAPTER

RE: JOB ADVERTISEMENT

About Forum for African Women Educationalists (FAWE) Uganda Chapter

FAWE Uganda is a non-governmental organisation dedicated to bridging the gender gap in education at all levels. Established in 1997, FAWE Uganda is part of a network of 34 African FAWE chapters working to improve the lives of girls and women across the continent. Together with our partners, we strive to make a lasting difference in the lives of learners, families and communities. Join our dynamic team and contribute to this important mission.

We are seeking an experienced and detail-oriented **Monitoring and Evaluation Specialist** to lead the organisation's Monitoring and Evaluation function.

Job Title	:	Monitoring and Evaluation Specialist
Duty Station	:	Kampala
Terms	:	Contract
Reports to	:	Executive Director
Supervises	:	Monitoring and Evaluation Officer(s)
Role	:	The Monitoring and Evaluation Specialist leads the design, implementation and continuous improvement of the organisation's monitoring, evaluation and learning systems. This role ensures that programmes generate reliable data, demonstrate results, meet donor requirements, strengthen accountability to stakeholders and support timely, evidence-based decision making and adaptive programme management.

Key Result Areas

1. M&E System Design and Programme Planning

- a. Develop and maintain organisation-wide and project-level M&E frameworks, theories of change, results frameworks, logical frameworks, indicator reference sheets, M&E plans and learning agendas.

- b. Work with programme and resource mobilisation teams to integrate measurable outcomes, realistic targets, data requirements and evaluation activities into concept notes, proposals, budgets and workplans.
- c. Align indicators and reporting systems with strategic priorities, donor requirements and relevant sector frameworks.
- d. Establish practical data flows, reporting calendars, standard operating procedures and role assignments for monitoring and evaluation activities.

2. Monitoring, Data Management and Quality Assurance

- a. Design and regularly update quantitative and qualitative data collection tools, including digital tools where appropriate.
- b. Coordinate routine collection, verification, cleaning, storage and analysis of programme data, ensuring disaggregation by sex, age, disability, location and other relevant characteristics.
- c. Maintain secure, accurate and user-friendly databases, dashboards, indicator tracking tables and supporting documentation.
- d. Conduct field monitoring visits, spot checks, data quality assessments and verification exercises; document gaps and follow through on corrective actions.
- e. Ensure ethical data collection, informed consent, confidentiality, responsible data sharing and compliance with applicable data protection and safeguarding requirements.

3. Evaluation, Research and Learning

- a. Lead and coordinate baselines, needs assessments, outcome studies, mid-term reviews, endline evaluations and impact assessments.
- b. Prepare terms of reference, support the procurement and management of consultants, review evaluation deliverables and promote the independence and quality of evaluation processes.
- c. Analyse quantitative and qualitative evidence to identify trends and unintended results and translate findings into practical recommendations.
- d. Facilitate reflection meetings, after-action reviews and learning events; maintain a repository of lessons learnt, good practices, case studies and evidence products.
- e. Support management and programme teams to use evidence for course correction, programme design, advocacy and organisational learning.

4. Reporting, Accountability and Communication

- a. Produce accurate, timely and decision-ready performance reports, dashboards, briefs and presentations for management, the board, donors, partners and other stakeholders.
- b. Track progress against approved indicators, targets, workplans and budgets and promptly highlight underperformance, risks and emerging opportunities.

- c. Support transparent accountability mechanisms through which programme participants and communities can provide feedback, raise concerns and receive timely responses.
- d. Work with communications and programme teams to present evidence responsibly through outcome stories, learning briefs and other knowledge products.

5. Capacity Strengthening and Coordination

- a. Train and mentor staff and partners in results-based management, indicator interpretation, data collection, analysis, data quality, evaluation and evidence use.
- b. Provide technical support to programme teams and implementing partners to resolve M&E challenges and improve reporting performance.
- c. Participate in programme reviews, partner meetings, sector working groups and relevant technical forums.

Minimum Qualifications

- A Masters Degree in Project Monitoring and Evaluation from a recognized institution is essential.
- A bachelor's degree in Statistics, Demography, Economics, Social Sciences or a related field from a recognised institution is essential.
- At least five (05) years' progressive experience in research, monitoring and evaluation in a non-governmental or development organisation, two of which must be at supervisory level.

Technical Skills and Competencies

- Strong knowledge of results-based management, theory of change, logical frameworks, indicator design and evaluation methods.
- Proficiency in Microsoft Excel and at least one statistical package such as SPSS, Stata or R.
- Experience with mobile data collection platforms such as KoboToolbox, ODK or CommCare.
- Ability to analyse complex information and communicate findings clearly to technical and non-technical audiences.
- Strong report-writing, facilitation, presentation, training and stakeholder engagement skills.
- Excellent planning, attention to detail, problem-solving and time-management skills.
- Ability to work independently and collaboratively in a multicultural, multidisciplinary environment.

Application Procedure

Interested and qualified candidates for the position should submit a letter of Application, Curriculum Vitae, Copies of Academic transcripts/Certificates, Employment References and other supporting documents in one pdf document via email to humanresources@faweuganda.org.

The Applications should be addressed to;

The Head of Human Resource and Administration

Forum for African Women Educationalists (FAWE) Uganda

P.O Box 24117

Kampala

If successful in this process FAWE Uganda will require certified academic documents. Please deliver your applications not later than **Wednesday 7th October 2026 at 5:00pm**. Only applications received via email will be considered. Applications sent after the deadline will not be considered.

Only shortlisted candidates will be contacted.

FAWE Uganda is an equal-opportunity employer committed to fair recruitment, safeguarding, diverse and inclusive workplace.